

**KELLOGG BROWN & ROOT  
LOGCAP III  
VERBAL/~~WRITTEN~~ COUNSELING FORM**

**Company:** **SEI** OAS BRS

**Date:** 6 August 2007

**Name (Last, First):** Land, Michael

**Classification:** Logistics Coordinator

**SAP# No:** 142878

**Work Location/Camp:** F2LBSIZ / Camp Liberty

**Reason for Corrective Action and Date of Occurrence:** Mr. Land, you have demonstrated a pattern over a period of time of getting out of your lane in matters pertaining to sub-contracting company PPI. During June 2006, you contacted a contractor for the Chinese Embassy to discuss how the contract

Secondly, during November 2006 you tried to impose your will on how the PPI Human Resources Department should correct a PPI employee's pay issue, and you were instructed by PPI's management that the employee's pay issue was none of your business. Site DF1 HR Management intervened and informed you to let PPI handle its own internal PPI business/employees. Lastly, on 28 July 2007 you again attempted to intervene between KBR and PPI by inquiring of Site F2 SCA about PPI's internal personnel policies for emergency leave on behalf of one of their employees. Once again, this is none of your business. PPI has its own internal structure for handling PPI HR matters: KBR is not involved.

**Violation:** Employee Agreement  
16. Standard of Conduct

- (a) Insubordination – Failure or unreasonable delays in carrying out instructions given by superiors or managers
- (b) Misconduct – Engaging in any activity which conflicts with the interest of the Employer or Client or in a manner which brings discredit or embarrassment on the Employer or Client
- (f) Misuse of Time – Interfering with the work of other employees
- (i) Security – Discussion of sensitive matters with unauthorized persons or in public places
- (q) Other Violations – Any other acts or failure to act in a responsible, reasonable manner which reflects upon your fitness for the job and/or which adversely affect's Employer's reputation or conflicts with the interests of Employer or Client.

**Previous Counseling** – 26 July 2007 – Dignity and Respect / Misconduct

**Supervisor's Corrective Action:** Your actions and behavior are disruptive to maintaining a harmonious relationship between KBR and one of its Strategic Partners, PPI. This type of behavior will not be tolerated on the LOGCAP III Program. You are expected to refrain from further involvement regarding the working and living conditions of the sub-contract workers as that is not your responsibility. This written counseling will serve as the corrective action. Any future interference with PPI's operations may result in additional action up to and including termination.

**Employee's Plan of Action with Completion Dates:**

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77 J. L. Smith 324804  
Employee/Acknowledge Receipt

W. Vasconcelos  
Witness

B. J. Chubb  
Project Manager\* 304774

[Signature]  
Supervisor  
M. J. [Signature] 308102  
Human Resources

\* Project Manager Signature required if corrective action includes time without pay or termination.

**BROWN & ROOT PROPRIETARY DATA -SOURCE SELECTION INFORMATION - SEE FAR 3.104**

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